

23 July 1971

MEMORANDUM FOR: Director of Training
SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Training Course for Technical Officers (Contract Overrun)

A meeting with representatives of [redacted] has been scheduled for 23 July to explore more fully certain aspects of their proposal before the contract is awarded. We want to be satisfied that [redacted] has the flexibility to respond fully to the character and philosophy of the Agency's concept of R&D contracting.

2. Briefing Techniques

The Registrar Staff is giving us an assist in determining how many of the original nominees who were not selected for the first course are interested and available for the upcoming course in September. If there is a sufficient number of these to fill the quota of 16, no publicity will be necessary for the new course.

3. Changing of Dates for Agency Qualifications Testing

It was found advisable to change the pattern of the scheduled qualifying test in typing and shorthand for on-duty clerical employees. Beginning with the new fiscal year these tests will be given every two weeks instead of twice in a five-week period. The typing test will continue to be given at 0900 on the specified days; the shorthand at 1030. Copies of the new testing schedule have been sent to all Agency Training Officers and to the OTR Registrar's Office.

B. MANAGEMENT TRAINING

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1. [redacted]

We recently notified [redacted]

[redacted] that the Agency would no longer have a requirement for the Senior Management Seminar (Planning) Course. In his reply, Emmett suggested that the Agency might find it worthwhile to sponsor a "one-week seminar which provides an integrated approach to the development of interpersonal skills and planning skills." This apparently is the approach followed in [redacted] Advanced Management Seminar which is sponsored by the Civil Service Commission as an inter-agency program and which has been adopted by a number of government agencies. We informed Emmett that at the present time the Agency has no plans for an additional course for Senior Officers.

2. DELPHI

Questionnaires comprising Round 1 of a three-round exercise illustrating the DELPHI method of systematically eliciting and combining individual judgments to obtain a reasoned consensus have been completed by each of the 16 OTR respondents and returned to [redacted] for processing. No serious problems have emerged thus far - an indication that the design of the questions, the format, and the accompanying instruction sheets have been reasonably successful.

3. Midcareer Course

The 34 students of MC #29 and [redacted]
[redacted] are on the Field Trip this week. They are visiting the 351st Strategic Missile Wing at Whiteman AFB, Missouri; NORAD Headquarters at Colorado Springs, Colorado; and CINCLANT at Norfolk, Virginia.

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[redacted]
Chief, Support School, TR

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